



Legislative Services Office

*Supporting Idaho's First
Branch of Government*

Contact:

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Non-Classified Opening

Legislative Services Office

Open for Recruitment: June 21 – July 14, 2023

Starting Salary Range: \$40,000 - \$50,000 DOE, [Plus Competitive Benefits](#)

Location: Idaho State Capitol Building, Boise, Idaho

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

[The Legislative Services Office is accepting applications for the position of](#)

Research Assistant

Position Description: Provide legal and non-legal research services, analysis, and training instruction within a specialized library under the supervision of the Legislative Librarian.

Responsibilities:

- Provide timely and confidential legal research and analysis for members of the Idaho Legislature and legislative staff
- Additionally, provide legislative history research services for federal, state, and local government offices and agencies, judges/justices, attorneys, law clerks, lobbyists, reporters, and members of the public
- Research services for legislators include: state and federal case law, statutes, constitutions, administrative rules, policies, guidelines, executive orders, and house and senate rules; city and county ordinances; 50-state surveys; and legislative histories (bills, statements of purpose, fiscal/budget information, committee minutes, legislative journal records, etc.)
- Review, organize, and index legislative committee minutes for online and print publication
- Assist in the design, development, and presentation of training sessions for legislators, legislative session staff, legislative interns, and law students

Minimum Qualifications: Positive, helpful, detail-oriented, with excellent communication, organizational, and internet searching skills. Must be non-political and discreet in this nonpartisan office serving legislators of all political affiliations.

About the Legislative Services Office:

- Flexible schedules
- Career long learning opportunities
- Service-First culture
- Opportunity to play an integral role in the governmental process.

To Apply: Mail or email cover letter and resume by **July 14, 2023** to:

Legislative Services Office
Legislative Research Library
P.O. Box 83720, Boise, ID 83720-0054
Email: jobapp@lso.idaho.gov

OVERTIME NOTICE:

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation. Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Idaho Legislative Services Office.